

Examination Information for the 2007 Administrations

ABEMFT contracts with the Professional Examination Service (PES) to administer the National Examination in Marital and Family Therapy. The following is a timeline of events and information in order to assist you as you progress through the examination process.

The Professional Examination Service schedules three testing windows each year. Each testing window is open for four weeks. PES requires ABEMFT to submit a list of eligible candidates approved by the Board approximately two months in advance of each testing window. Specific examination dates and locations are scheduled through PES. Examination Results are calculated by PES at the close of the Examination Window. PES mails the examination results directly to ABEMFT in approximately six weeks after the close of the testing window. Upon receipt of these results, ABEMFT mails examination results to each applicant. The following is a calendar of deadlines, examination windows, and anticipated date of results for 2006.

Deadline: List of Eligible Exam Candidates to PES	Examination Window	Estimated Date of Exam Results to be released from PES to ABEMFT
November 13, 2006	January 15, 2007 – February 10, 2007	March 23, 2007
March 17, 2007	May 21, 2007 – June 16, 2007	July 22, 2007
July 22, 2007	September 17, 2007 – October 13, 2007	November 21, 2007

General Outline of Steps in Examination Scheduling:

- An application to sit for the examination is submitted to the Board office. ABEMFT has the responsibility of reviewing this application at the next available Board Meeting (2006 Board Meeting Dates are available at www.mft.state.al.us). The applicant will be written of the results of the Board review indicating if more information is required or if approved to sit for the examination.
- Once approved by ABEMFT to sit for the examination, the Board will submit a list of eligible examination candidates to PES. ABEMFT also requests that Candidate Information Packets be sent from PES to the State Board Office at this time.
- Upon receipt of the requested number of Candidate Information Packets, ABEMFT will mail these packets to the examination candidate. This packet includes all necessary information needed to schedule an examination with PES.

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- Candidates will send their application and payment directly to PES. After the application process is complete, candidates will be notified by PES of the procedures to schedule their examination.
- PES tabulates the results of the examination upon the close of the testing window and mails this information to ABEMFT in approximately five weeks.
- Upon receipt of the examination scores, ABEMFT mails a letter of notification directly to the examination candidate.
- Examination candidates who pass the examination will be scheduled for review at the next available Board Meeting. Any additional supervision hours, etc. the applicant wishes for the Board to review should be submitted prior to the Board Meeting.
- Examination candidates who do not pass the examination are automatically approved by ABEMFT to sit for the next available testing window with the same scheduling procedure as above. If another Candidate Information Package is needed the applicant will need to contact ABEMFT to request another packet.

General PES Information:

Examinations are administered via computer, through Prometric Thompson Learning Centers at multiple locations throughout the country. The total fee for the Marital and Family Therapy examination is \$295. The candidates submit \$220 to PES with their scannable application upon registration and \$75 to Prometric when scheduling the date and time of their examination. If a candidate's application is processed and he/she does not take the test during the scheduled window, the candidate will receive a refund from PES in the amount of \$190 after the close of the window. There is a new set-up for each testing window so a candidate cannot apply fees from one administration to another. The candidate is required to submit a new application to PES and the Board must add the candidate's name to the approved list for the next available testing window.

PES Customer Service Contact Information:

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ABEMFT Contact Information:

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